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MEMORANDUM FOR: DIVISION AND STAFF CHIEFS

18 October 1949

SUBJECT : Language Training Requests

1. Foreign Service Institute

a. In the interest of more efficient and economic administration, the attached schedule of language courses at the Foreign Service Institute is issued for planning purposes. It will be to the benefit of all parties concerned for all language requests to be made in accordance with this schedule which is effective upon receipt.

b. Most languages may be requested simply by a notation on the TRD training request form. TRD is responsible for arrangements and approval.

c. Requests should be made as far in advance as possible. It is the intention to run courses in the more popular languages as close to the ceiling enrollment as possible in order to reduce the present per capita cost. Variations and exceptions to the attached schedule will be made only in case of extreme and unforeseeable emergency. The limitations of personnel, facilities, and budget require long-range scheduling for special languages which are not usually in demand.

d. If languages needed are not listed on the attached schedule, a request should be submitted specifying language, degree of intensity, level of instruction, length of course, and number of students. It is recognized that in a few instances, courses may have to be especially designed for difficult assignments.

e. In addition to regular and special courses, other facilities are available. Self-teaching manuals and accompanying records for over thirty languages are available in the study rooms. Limited facilities for self-instruction are available in over ten other languages. Tutorial assistance by the staff and drill with native speakers will be provided as conditions permit.

2. TRD Library

There are some language training facilities available in the TRD Library. Texts, language records, and record players may be borrowed by arrangements with the Chief, Training Materials Branch, extension [redacted]. There is a special room set aside in Building [redacted] for playing such records.

3. Other Facilities

The facilities for language training listed above will probably be able to meet any normal need. An extra channel, however, is provided for unexpected contingencies. If commercial schools or other private facilities seem necessary, a separate memorandum request will be addressed

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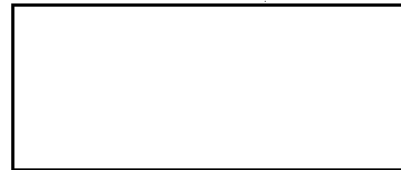
to the ADSO or ADPC, via the Chief, TRD, for recommendation.

4. Arrangements

Arrangements for scheduling, briefing, testing, and registration of official language training are handled by the Training Division. Information on these matters may be obtained from the Administrative Officer, TRD, extension

5. Unofficial Study Courses

Unofficial language training is covered in Administrative Instruction No. 10-13. Such courses must be authorized by the Chief, Inspection and Security Staff, and do not come through TRD at all.



Chief, TRD

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Department of State
Foreign Service Institute
School of Language Training

Description of courses to accompany the attached schedule chart.

Schedule of intensive and semi-intensive courses, FSI. School of Language Training, Fall, 1949 ff. (Dates are given by inclusive months only; actual starting and ending dates are adjusted to first Mondays and last Friday, with allowance for holidays, etc.)

L200. Semi-intensive courses in other languages, both for beginners and non-beginners. To be organized as needed and contingent upon availability of staff. 20 hours weekly for 2-3 months. Not more than one group in each language concurrently. Optimum scheduling June 1, September 1 and February 1. Full facilities are available in the following languages but not in all languages at all times:

| | | | |
|-----------|-------------|------------------|---------|
| Czech | * Malay | Portuguese | Swedish |
| * Dutch | * Norwegian | * Serbo-Croatian | Turkish |
| * Italian | | | |

L201-202. Semi-intensive French and Spanish - for beginners. 3 months. Weekly. Classes to begin approximately June 1, September 1 and February 1. Not more than one group in each language to run concurrently. 20 hours weekly - language drill and practice; considerable supervision by the linguist in charge.

L203. Semi-intensive German - for beginners. 3 months. Classes to begin approximately June 1, September 1 and February 1. 20 hours weekly - language drill and practice; considerable supervision by the linguist in charge.

L208. Semi-intensive Russian - for beginners. 3 Or 4 months. Given on demand, subject to availability of staff, beginning September; if a group - is begun in June, the fall class will begin in October. Prof. Trager and staff. 20 hours weekly - language drill and practice; supervision by the linguist in charge limited to a few general orientation lectures and periodic checking.

L303. Intensive German - for beginners. Once a year for 4 months. (Accompanied by L401 and A132 if possible, otherwise linguistic orientation and area work specially arranged.) 35 hours weekly including seminars.

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L307. Intensive Arabic - for beginners. Once a year for 6 months, March to August. Next class scheduled for March, 1950. Prof. Ferguson and staff. (Accompanied by appropriate versions of L401 and A132 - see below.) 35 hours weekly.

L308. Intensive Russian - for beginners. Once a year for 4 months, March to June. Next class scheduled for March, 1950. Prof. Trager and staff. (Accompanied by L401, A132 - see below.) 35 hours weekly including seminar.

L308a. Intensive Russian - continued. Special work for those finishing L308, or for new students of comparable advancement. Two months, July 1 - Aug. 31. Prof. Trager and Staff, if given at FSI - or arrangements may be made for giving the work at some university. Hours adjusted as needed.

L308a. Intensive Russian - Advanced. Special continuation course for those completing L308a or its equivalent; emphasis on document-translation and vocabulary building. Four months, Sept. - December, Prof. Trager and staff (including FSO returned from Moscow to direct translation). 20 hours weekly minimum. (Accompanied by special lectures on area and related subjects, to be arranged.)

L401. Seminars in linguistics. 2 hours weekly - to accompany intensive beginning language courses. Given by the professor in charge of the course, with assistance by other staff members.

A132. Seminars on geographic areas. 2 hours weekly to accompany intensive beginning language courses. Given by Prof. Kennard, with assistance of other staff members.

* Contingent upon availability of native speakers.

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SCHEDULE OF LANGUAGE COURSES, FOREIGN SERVICE INSTITUTE

| | | 1949 | | | | | 1950 | | | | | | | | | | | | 1951 | | | | | | | | COURSE NUMBER |
|------------------|----|-----------|------|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|------|-----|-----|-----|------|-----|-----|-----|-----|------|-----|-----|------------------|
| | | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | |
| * ARABIC | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 377 |
| | I | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CZECH | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # DUTCH | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FRENCH | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 201 - 202 |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GERMAN | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 203 |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * GERMAN | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 303 |
| | I | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # ITALIAN | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # MALAY | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # NORWEGIAN | B | <i>SI</i> | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PORTUGUESE | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * RUSSIAN | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 308 |
| | I | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RUSSIAN | IN | | | | | | | | | | | | | | | | | | | | | | | | | | L 308 S |
| | I | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RUSSIAN | A | | | | | | | | | | | | | | | | | | | | | | | | | | L 308 A |
| | IN | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RUSSIAN | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 208 |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # SERBO-CROATIAN | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPANISH | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 201 - 202 |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SWEDISH | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TURKISH | B | | | | | | | | | | | | | | | | | | | | | | | | | | L 200 |
| | NB | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SI | | | | | | | | | | | | | | | | | | | | | | | | | | |

LEGEND: A - ADVANCED NB - NON BEGINNING I - INTENSIVE
B - BEGINNING IN - INTERMEDIATE SI - SEMI-INTENSIVE

--- Course may be extended.

NOTES: * Seminar in linguistics and geographic areas to accompany Intensive and Beginning Language Courses.
Contingent on availability of native speakers.

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COURSES BEGINNING OR IN PROGRESS DURING JUNE, 1950

For complete descriptions of the courses listed below, see Catalog and General information for the Foreign Service Institute (Department of State Publication 3351). Employees desiring to register for any of the courses which are open at the present time should arrange for a memorandum to be submitted by the Executive or Administrative Officer or other appropriate official of the office. Those who need additional information should call the Registrar on Extension 4679 or 2742.

| Catalog Number | Course Title | Beginning Date | Registration | Remarks |
|----------------|--|----------------|--------------|---|
| B-100 | Basic Officer Training | June 5 | Open | Some lectures open to advanced professional personnel. Schedules available from Executive Officer of each office. |
| B-110 | Foreign Service Orientation | June 12 | Open | 4 hrs. daily for ten days. |
| B-130 | Special Orientation Conferences | ----- | Open | 1 day. Available by spec. arrangement |
| B-150 | Advanced Courses in Consular Practices | ----- | Open | Individual programs as required. |
| B-160 | Orientation Conferences for Chiefs of Missions | ----- | Open | Individual programs as required. |
| B-210 | Area and General Orientation: Germany | June 26 | Open | By special arrangement. |
| A-101 | Advanced Officer Instruction | ----- | Open | Individual programs as required. |
| A-132 | Seminars on Geographic Areas | In Progress | Closed | Conducted for language trainees in conjunction with School of Language Training. |
| A-150 | National War College | Sept. 1949 | Open | Special announcement will be made. |
| A-160 | Economic Courses at Universities | Sept. 1949 | Closed | 9 months beginning Sept. |
| A-165 | Inter-Agency Foreign Trade Course | In Progress | Closed | 10 wks. Beginning Apr. 3, 1950. |
| A-170 | Language & Area Courses at Universities | Sept. 1949 | Closed | 9 months beginning Sept. |
| A-200 | Introduction to Germany | June 5 | Open | 3 hrs. daily for 5 days. Available for departmental and P.S. Personnel. |
| M-100 | Introduction to the Dept. of State | June 5, 19 | Open | For new Dept. of State Employees. |
| M-103 | Responsibilities of Security Officers | ----- | Open | Available to unit Security Officers by special arrangement. |
| M-107 | Professional & Administrative Intern | In Progress | Closed | By special arrangements with Interns. |
| M-107a | Economic Area Training Program | In Progress | Closed | Intern participation in current program. |
| M-125a | Foreign Service Administration | ----- | Open | Individual programs as required. |
| M-150 | Basic Clerical Training | June 7, 21 | Open | For new Dept. employees---3 days. |
| M-151 | State Dept. Communications | June 7, 21 | Open | 4 1/2 hrs. each day - 3 days. |
| M-152 | Filing Principles & Practices | June 7, 21 | Open | 1 1/4 hrs. daily -- 3 days. |
| M-153 | Office Effectiveness | June 7, 21 | Open | 1 3/4 hrs. daily -- days. |
| M-153a | Telephone Usage | ----- | Open | 1 1/2 hrs. scheduled as required. |
| M-154b | Travel Forms and arrangements | ----- | Open | Scheduled as required. |
| M-155 | Office Machines | ----- | Open | Scheduled as required. |
| M-160a | State Dept. Shorthand-Remedial | Each Mon. | Open | 1 hr. daily as needed. |
| M-160b | State Dept. Shorthand-Adv. Dictation | Each Mon. | Open | 1 hr. daily as needed. |
| M-165 | State Dept. Typewriting | Each Mon. | Open | 1 hr. daily as needed. |
| M-180 | Basic F.S. Clerical Training | June 12 | Open | 4-12 weeks. |
| M-191 | F.S. Requirements and Conditions | ----- | Open | 5-10 hrs. scheduled as required. |
| M-192 | Foreign Service Correspondence | ----- | Open | 2 hrs. daily--5 days-- as required. |
| M-193a | F.S. Records Administration | ----- | Open | 3 hrs. daily--5 days-- as required. |
| M-193b | F.S. Records Administration-Advanced | ----- | Open | 2-8 hrs. daily--scheduled as required. |
| M-194 | Office Requirements and Equipment | ----- | Open | 2 hrs. daily-5 days-scheduled as required. |
| M-196a | Cryptographic Security | ----- | Open | 2 hrs. daily-5 days-as required (CY). |
| M-196b | Cryptographic Security and Systems | ----- | Open | 1 to 3 wks.--scheduled as required. |
| M-196c | Cryptographic & Message Center | ----- | Open | 1 to 4 wks--scheduled as required (DC/T). |
| M-196d | Specialized Cryptographic Systems | ----- | Open | 2 to 4 wks--scheduled as required (DC/T). |
| M-196e | Teletype procedures | ----- | Open | 1 wk--scheduled as required (DC/T). |
| M-197 | Foreign Service Accounting | ----- | Open | 1 to 12 wks--scheduled as required. |
| M-199 | Training for experienced F.S. Clerical Personnel | ----- | Open | 1 to 12 wks--scheduled as required. |

Note: The following courses in language training are available to employees who are proceeding abroad or who are required to use the spoken languages to perform their official duties.

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|------------|--|-------------|--------|
| L-303 | Intensive German (8 hrs. daily) | In Progress | Closed |
| L-305 | Intensive Arabic (8 hrs. daily) | In Progress | Closed |
| L-308 | Intensive Russian (8 hrs. daily) | In Progress | Closed |
| L-309 | Intensive Turkish (8hrs. daily) | In Progress | Closed |
| L-342 | Intensive Persian-beginning (4 hrs. daily) | June 1 | Open |
| L-201 | Semi-intensive French (4 hrs. daily) | In Progress | Closed |
| L-203 | Semi-intensive German (3 hrs. daily) | In Progress | Closed |
| L-214 | Semi-intensive Norwegian- beginning (4 hrs. daily) | In Progress | Closed |
| L-115 | Class Instruction - Italian | In Progress | Closed |
| L-101a-c | Class Instruction - French | In Progress | Closed |
| L-101f* | Class Instruction - French-beginning | In Progress | Closed |
| L-102a-c | Class Instruction - Spanish | In Progress | Closed |
| L-102f* | Class Instruction-Spanish-beginning | In Progress | Closed |
| L-103a-c | Class Instruction -German | In Progress | Closed |
| L-108a-f | Class Instruction -Russian | In Progress | Closed |
| L-126 | Class Instruction-Czech | In Progress | Closed |
| L-128 | Class Instruction-Bulgarian-beginning | In Progress | Closed |
| L-15--L42S | Misc. Self-Instruction | In Progress | Closed |

Subject to availability of listening rooms during official hours.
* Applications for instruction in beginning French and Spanish are being accepted for class in June, opening date contingent upon sufficient number of applications being received.